

Confirmation including travel logistics

Subject: Confirmation of Attendance and Travel Arrangements

Dear [Organizer's Name],

I confirm my attendance at the meeting scheduled on [Date] at [Location]. My travel arrangements have been finalized, and I will arrive in [City] on [Date of Arrival].

Please inform me if there are any recommended accommodations or transportation details to consider. I look forward to meeting everyone in person and discussing [topic].

Kind regards,

[Your Name]

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